

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 FAA CONTACTS FOR ADMINISTRATION

G.1.1 FAA Contracting Officer

The FAA Contracting Officer's (CO) name and address, assigned to this contract, are as follows:

Federal Aviation Administration
Attn: Sharonda Holmes, AJA-48
800 Independence Ave., SW, Suite 406
Washington, DC 20591
(202) 267-7326

G.1.2 Contracting Officer's Technical Representation (COTR)

The Contracting Officer hereby designates the following individual as the COTR for this contract:

Federal Aviation Administration
Attn: Margaret Hayes
800 Independence Avenue, Suite 532
Washington, DC 20591
(202) 267-5486

G.2 GOVERNMENT PERSONNEL AUTHORITY

The administration of the contract will require maximum coordination between the Government and the Contractor. The Contractor is solely responsible for the total management of its performance on the contract.

G.2.1 Contracting Officer

The Contracting Officer is responsible for all contract administration under the contract. The Contracting Officer may designate, in writing, a Contract Specialist who will assist in the administration of contractual matter under the contract. All correspondence regarding contract administration should be addressed to the Contracting Officer.

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The Contracting Officer identified is the only person authorized to approve changes in any of the requirements under the contract and, notwithstanding any clause contained elsewhere in the contract, the said authority remains solely with the Contracting Officer. No verbal statement by any person, or unwritten statement by anyone other than the Contracting Officer, or his/her authorized representative acting within the scope of his/her authority, shall be interpreted as modifying or otherwise affecting the terms of this solicitation or any resulting contract. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract to cover any increase in commodity as a result thereof.

All requests for interpretation shall be made in writing to the Contracting Officer. The contractor shall submit request for modification of the contract to the Contracting Officer with a copy of the request to any appointed Contracting Officer's Technical Representative.

Contracting problems, of any nature, that may arise during the life of the contract must be handled in conformance with the FAA Acquisition Management System regulations. Only the Contracting Officer is authorized to formally resolve such problems. The Technical Officer and the Contractor shall bring all such unresolved contractual problems to the immediate attention of the Contracting Officer.

G.2.2 3.10.1-22 Contracting Officer's Technical Representative (July 1996)

(a) The Contracting Officer may designate other Government personnel (known as the Contracting Officer's Technical Representative) to act as his or her authorized representative for contract administration functions which do not involve changes to the scope, price, schedule, or terms and conditions of the contract. The designation will be in writing, signed by the Contracting Officer, and will set forth the authorities and limitations of the representative(s) under the contract. Such designation will not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.

(b) The Contractor shall immediately contact the Contracting Officer if there is any question regarding the authority of an individual to act on behalf of the Contracting Officer under this contract.

(End of clause)

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G.3 TECHNICAL DIRECTION

Performance of the work under the contract shall be subject to the technical direction of the COTR as identified in Section G.2.2. The term “technical direction” is defined to include direction to the Contractor that require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual Statement of Work.

G.4 CORRESPONDENCE PROCEDURES

To promote timely and effective contract administration, correspondence (except for invoices and reports) submitted under the contract shall be addressed to the FAA Contracting Officer with an information copy of the correspondence to the FAA COTR. All correspondence shall contain a subject line commencing with the contract number.

G.5 INVOICES AND PAYMENT

The Web portal will provide specified FAA representatives opportunity to purchase catalog items either by using their government-issued credit card or by utilizing the local procurement process via purchase order. Purchases using P-card may be charged when complete orders are shipped. For those utilizing the automated procurement tool delivery order process, the Contractor shall submit no more than two consolidated invoices per month for payment.

An original and two copies shall be mailed to the address below:

Federal Aviation Administration
Accounts Payable Branch, AMZ-110
PO Box 25710
Oklahoma City, OK 73125

Additionally, a copy should be mailed to the Contracting Officer at:

Federal Aviation Administration
800 Independence Ave., SW

SAVES Office Supply Solicitation #DTFAWA-10-R-00011

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Sharonda Holmes, AJA-48

Washington, DC 20591

Distribution of all copies shall be concurrent.

G.6 ACCOUNTING AND APPROPRIATION DATA

The accounting and appropriation data is assigned as follows for the amount of funding obligated under this contract:

MODIFI- CATION #	APPROPRIATION DATA	<i>AMOUNT FUNDED</i>	TOTAL FUNDED (CUMULATIVE)